Employee Action Form: Change To Salary Distribution Only

This action allows a change to salary distribution only; no other actions can be done.

Navigation
Main Menu>Manager Self Service>URI Action Forms>Employee Action Form

Employee Data Action Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Once you’re on the Employee Action Form page, you have two options:

- Find an Existing Value – Search for a form previously created in your department.
- Add a New Value – Open a new form to initiate a Change Salary Distribution Only change.

Click on Add a New Value. Choose Change to Salary Distribution Only from the drop-down menu and click the button.
The following screen will appear:

### Employee Information
- **Empl ID**: Enter the Employee ID and tab out. The employee’s current job information will automatically fill in.
- **Effective Start Date**
- **End Date**, if applicable

### Salary Distribution
- Enter the salary distribution chartfield string(s) and percentage(s) for this appointment.

**Please note that the system will automatically add one ‘To’ row for each current ‘from’ row under salary distribution. Please adjust the ‘To’ rows with the new information, adding and/or deleting rows as necessary.**

- **Start Date/End Date** – Choose the appropriate pay period begin/end date from the drop down
- **Fund**
- **Dept ID**
- **Program**
- **Project/Grant number**
- **Percentage**; total of all accounts charged must equal 100%
- **If charging more than one account, click on the plus (+) sign on the right side of the row and repeat steps.**

### Required Fields for Change to Salary Distribution Only Form

#### Employee Information:
- **Empl ID**: Enter the Employee ID and tab out. The employee’s current job information will automatically fill in.
- **Effective Start Date**
- **End Date**, if applicable

#### Salary Distribution:
- Enter the salary distribution chartfield string(s) and percentage(s) for this appointment.

**Please note that the system will automatically add one ‘To’ row for each current ‘from’ row under salary distribution. Please adjust the ‘To’ rows with the new information, adding and/or deleting rows as necessary.**

- **Start Date/End Date** – Choose the appropriate pay period begin/end date from the drop down
- **Fund**
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- **Project/Grant number**
- **Percentage**; total of all accounts charged must equal 100%
- **If charging more than one account, click on the plus (+) sign on the right side of the row and repeat steps.**

### Once all the required information has been entered, the following actions can be done:

- **Submit** sends the form to the first approver on the workflow list and begins the approval process.
- **Save** allows you to save the form without submitting it.
- **Print** lets you print the form as it currently appears on your screen.
- **Attach** enables you to attach a document to the form.
- **Cancel** cancels the form without saving anything.

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Form Approval Workflow and Tracking
After the form has been submitted by the department originator, it can be tracked through the system. To do this, follow these steps:

- Navigation >Main Menu>Manager Self Service>URI Action Forms>Employee Data Action Form
- Under Find an Existing Value, Click the Search button.
- Click on the form from the list that comes up:

**Employee Data Action Form**
Enter any information you have and click Search. Leave fields blank for a list of all values.

At the bottom of the form, under Approvals, you will find the date/time and names of those who have approved this form.
Click on the **Workflow Map** to see where the form is currently awaiting approval:

The Workflow Map shows in which office the form is located and the status of the form. The department/office information is displayed in the **Department** and **Description** columns. On the right under **State**, all approval actions for this form are displayed, as well as the date and time the action was completed.

**Status Descriptions:**
- **DONE:** The form has been approved by this person and has proceeded to the next approver.
- **SKIP:** Signifies an approver for the department has already approved the form, thereby skipping this approver.
- **CURR:** This is the office in which the form is currently awaiting approval.
- **WAIT:** The form has not yet reached the offices where this status appears.
- **RJCT:** The form has been rejected by this approver and has been returned to the originator.